

Request for Proposal (RFP) for:

POLICE DEPARTMENT UNIFORM CLEANING



Job No. 11-14-PD

City of Kirkland
Police Department
123 Fifth Ave.
Kirkland, WA 98033

The City of Kirkland

REQUEST FOR PROPOSAL (RFP) POLICE DEPARTMENT UNIFORM CLEANING

INTRODUCTION

The City of Kirkland (COK) is accepting Proposals from Contractors to:

- Provide all management, supervision, labor, equipment, materials, and facilities, necessary to dry clean, launder, alter, and repair/mend City of Kirkland Police Department uniforms and plain-clothes/civilian apparel for approximately 130 employees
- Pick-up and deliver uniforms and plain-clothes/civilian apparel from a secured area at the Kirkland Police Department (currently located at 123 5th Ave., Kirkland WA 98033 relocating to 11750 NE 118th St., Kirkland WA 98034 mid-2014) every weekday, Monday through Friday between the hours of 8:00am-5:00pm.

SCHEDULE

The following is the projected schedule for Contractor selection:

RFP Advertised:	04/21/14 and 04/28/14
Questions Due:	05/12/14
Proposals Due:	05/19/14 by 4:00 pm PST
Contract Award:	05/27/14

SCOPE OF WORK

The Contractor will provide cleaning services for apparel items that may include police uniforms and plain-clothes/civilian apparel consisting of uniform trousers, uniform shirts, civilian trousers, civilian shirts, 2-piece suits, polo shirts, jackets, vests, blouses, skirts, dresses, gloves, rain/overcoats, table clothes, sweaters, neckties, and, jumpsuits. All cleaning will be provided at quality standards expected of professional establishments in the industry. The Contractor will check for stains and attempt to remove them during the laundering/dry cleaning process. Items will be treated with or without sizing/starch as requested by the employee. Preference will be given to a contractor that uses non-perc solvent in their operations and takes any additional steps to protect their employees and the environment.

The Contractor will provide bags and multi-part, numbered, order forms. The Kirkland Police Department employee will be responsible for completing the order form with all Contractor required information, logging the information in the designated log book, and enclosing the form with their order. A copy of the order form is to be attached to the cleaned items and a copy is to be provided with the invoice to the Kirkland Police Department. When items are returned to the Police Department, employees are responsible for retrieving their items from the designated area.

The Contractor will provide an ample supply of bags for Police Department employees to place their items and forms in. The Contractor will verify that the number and type of garment in each bag agrees with the number and type of garment on each order form. The Contractor will notify the Police Department within 24 hours with any discrepancies.

The Contractor will pick-up new orders and deliver completed orders to one secured site as designated by the Kirkland Police Department. Because delivery is to a secured site, the Contractor will provide a list of delivery employees to the City and individuals will undergo a background check. The Kirkland Police Department is currently located at 123 5th Ave., Kirkland WA 98033 and will be relocating to 11750 NE 118th St., Kirkland WA 98034 mid-2014. The pick-up and delivery of orders will occur every weekday, Monday through Friday during business hours of 8:00am-5:00pm. All items picked up shall be cleaned and returned on the next scheduled delivery day.

The Contractor will replace broken or missing buttons on Police Department uniforms with duplicate buttons (city personnel will provide Contractor with contact information of uniform suppliers so Contractor can purchase buttons to ensure an exact match). Buttons for plain-clothing apparel may be replaced on entire garment with similar style buttons if replacement buttons are unable to be matched.

The Contractor will perform minor alterations/repairs to items as requested. Repairs to items are to be mended, no stick-on patches. Unsightly or tattered mending will not be accepted and will be returned to Contractor for correction. Any significant mending or repairs must be pre-approved by Kirkland Police Department personnel.

Requests for the removal or addition of patches to uniforms may occur. Patches are to be sewn on the garment. The employee will place the patch in a pocket and indicate the location on the order form. Any patches being removed or replaced will be returned to the Kirkland Police Department for destruction.

The Contractor shall reimburse the City of Kirkland Police Department for lost or damaged items. The Contractor shall provide the City of Kirkland Police Department with claim forms for this purpose. The cost and value of such items shall be determined by City of Kirkland Police Department personnel in a reasonable manner, such as providing the Contractor with a receipt or other proof of replacement cost. The Contractor shall pay claims within 30 days of the claim report.

The Contractor shall invoice the City of Kirkland Police Department monthly. The invoice shall include the following information:

- Contractor name
- Remittance address
- Month/year in which services are furnished
- Quantity, description of items, description of service provided (dry-cleaning, alteration/repair, etc.), unit price, extended price, and invoice total

REQUIRED CONTENT OF PROPOSALS

At a minimum, all proposals must include:

1. Company specific narrative information describing general business operations and any efforts to provide environmentally friendly business operations (standard brochures may be included.)
2. Completed Cost Proposal form provided below.
3. Sample Invoice
4. A minimum of three (3) references with contact information.
5. The Cost Proposal Form must be signed by a person with the authority to sign a contract on the behalf of the company.

PROPOSAL SUBMISSION

Proposals must be submitted no later than 4:00 pm on Monday May 19, 2014.

We encourage that proposals be submitted by email. Emailed proposals should include "Police Dept Uniform Cleaning RFP" in the subject line and be addressed to: purchasing@kirklandwa.gov. (Emailed proposals must be in MS Word or PDF format and cannot exceed 10MB)

As an alternate to email, proposals can be mailed or delivered to:

City of Kirkland
Attn: Buyer – Job No. 11-14-PD
123 5th Avenue
Kirkland, WA 98033

QUESTIONS

For questions regarding the Schedule, Scope of Work, Invoicing, or References contact Captain Mike Ursino via email at mursino@kirklandwa.gov.

For questions regarding the RFP process contact Sheila Sigmond via email at ssigmond@kirklandwa.gov.

CONTRACT

The contract shall consist of the following documents: The Request for Proposal (RFP), the accepted proposal, the executed General Services Contract, and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

ADDITIONAL TERMS & CONDITIONS

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information on any proposal.
- C. The City reserves the right to award any contract to the next most qualified Contractor, if the successful Contractor does not execute a contract within 30 days of being notified of selection.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days to sell to the City the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. A copy of the proposed contract is below. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the proposing firm in preparing, submitting or presenting its response to the RFP.

COOPERATIVE PURCHASING

RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland may purchase from City of Kirkland contracts, provided that the

supplier agrees to participate. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies.

COMPLIANCE WITH LAWS

The supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and hold the Purchaser harmless against any claims arising from the violation thereof. Contractor must obtain a City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02.

EVALUATION PROCESS

Proposals will be evaluated by a committee of City staff. Evaluations will be based on criteria outlined herein. All proposals will be evaluated using the same criteria. The criteria used will be:

A. Ability to Perform Required Services

The City will consider all the relevant material submitted by each service provider, and other relevant material it may otherwise obtain, to determine whether the supplier is capable of providing services of the type and scope specific to the RFP. The following elements may be given consideration by the City in determining whether a consultant is capable:

1. Ability, capacity and skills of the service provider to perform the scope of services, and implement program in a timely manner.
2. References – Provide at least three (3).

B. Fees

Provided in Cost Proposal.

C. Schedule

Ability to meet the City's schedule for implementation in June, 2014 and proposed ongoing service schedule.

D. Environmental Considerations

This would include evidence of the use of non-perc solvents and any other efforts taken to protect the environment.

E. Site Visit

If it is felt necessary to do so, City staff may request a site visit as part of the final selection process. Site visits will be scored separately.

Component	Score
Responsiveness to the RFP	5 points
Ability to Perform Services	40 points
Fees	30 points
Ability to meet the schedule	15 points
References	5 points
Environmental Considerations	5 points
Total	100 points

COST PROPOSAL FORM

Initial contract period will be for 12 months with four one-year extension options for a possible maximum of five years. After the first 12 months, and at the time of each extension option (if exercised), a price adjustment may be considered. Prices may only be adjusted once for each 12 month period. Please enter unit prices below:

Please enter proposed unit prices and extended prices below:

DESCRIPTION	ESTIMATED ANNUAL VOLUME	UNIT PRICE	EXTENDED PRICE
Uniform Trouser	4000		
Uniform Shirt	4000		
Civilian Trouser	1450		
Civilian Shirt	2000		
2-Piece Suit	75		
Polo Shirt	400		
Jacket	200		
Vest	100		
Blouse	50		
Skirt	15		
Dress	15		
Gloves	50		
Rain/Overcoat	15		
Table Clothes	15		
Sweater	50		
Tie	50		
Jump Suit	25		
TOTAL:			
WA STATE ENVIRONMENTAL FEE (IF ANY):			
9.5% SALES TAX:			
GRAND TOTAL INCLUDING TAX & ENV FEE:			
MISCELLANEOUS SERVICES PRICING:		UNIT PRICE	
Stain Removal	As Needed		
Replace Buttons	As Needed		
Alterations	As Needed		
Repairs	As Needed		
Sew On Patches	As Needed		
Remove Patches	As Needed		

Signature of Authorized Representative

Date

Printed Name

Title

Phone Number

Email Address



GENERAL SERVICES CONTRACT

This Agreement is made between the City of Kirkland, Washington (hereinafter the "City") and _____ (hereinafter the "Contractor"), whose address is _____.
(street, city, state, zip)

I. SERVICES PROVIDED

The Contractor agrees to provide all necessary labor to perform the following services for the City:

II. CONDITIONS/ARRANGEMENTS

A. Contractor will supply all materials, equipment, and skills necessary to provide the services identified above; except that the City shall provide:

B. Additional services/program details:

C.

D. The Contractor is responsible for the payment of or procurement of all licenses, fees, taxes, bonds, insurance, and the like, which are or may be required of a self-employed entity performing a similar service.

E. The services identified under this Contract, and all duties incidental or necessary thereto, shall be conducted and performed diligently and competently and in accordance with professional standards of conduct and performance.

III. DURATION

The services of the Contractor shall commence on the _____ day of _____ 2014, and terminate on the _____ day of _____, 201_. Four extension options for a period of one year each may be exercised extending the contract to a maximum of five years. After the first 12 months, and at the time of each extension option (if exercised), a price escalation shall be considered. Only one escalation will be allowed for each 12 month period.

IV. PAYMENT

- A. The City of Kirkland shall pay Contractor for completed services rendered under this Agreement, the maximum amount of \$_____. The compensation set forth in this paragraph shall constitute the sole compensation of the Contractor for the services under this Agreement.
- B. Contractor shall submit a monthly invoice to the Kirkland Police Department for services rendered. The invoice must show invoice number, detailed description of work performed, total amount due, and a signature, address, and telephone number of the Contractor. Payment will be made in the normal course of business following receipt of invoice (Net 45 days) or by city issued VISA credit card.

V. LIABILITY INSURANCE

The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees. A failure to obtain and maintain such insurance or to file required certificates and endorsements shall be a material breach of this Agreement.

A. Minimum Scope of Insurance

Contractor shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

B. Minimum Amounts of Insurance

Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Contractor's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
2. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

F. Claims-made Coverage

Any policy of required insurance written on a claims-made basis shall provide coverage as to all claims arising out of the services performed under the contract and filed within three (3) years following completion of the services so to be performed.

VI. **INDEPENDENT CONTRACTOR**

Contractor is and shall be at all times during the term of this Agreement an independent contractor and not an employee of the City. Contractor agrees that he/she is solely responsible for the payment of taxes applicable to the services

performed under this Agreement and agrees to comply with all federal, state, and local laws regarding the reporting of taxes, maintenance of insurance and records, and all other requirements and obligations imposed on him as a result of his status as an independent contractor. The Contractor is responsible for providing the office space and clerical support necessary for the performance of services under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance or unemployment compensation programs or otherwise assuming the duties of an employer with respect to the Contractor, or any employee of Contractor.

VII. ASSIGNMENT BY CONTRACTOR

The Contractor shall not assign, transfer, convey, pledge, or otherwise dispose of this contract or any part of this Contract without written prior consent to the City.

VIII. NONDISCRIMINATION

The Contractor shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.

IX. TERMINATION OF CONTRACT

This Agreement may be terminated by the City by giving ten (10) business days' written notice, with or without cause, to the Contractor. In the event of termination, all finished or unfinished reports or other material prepared by the Contractor pursuant to this Agreement shall be provided to the City. In the event of termination, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory services rendered prior to the effective date of termination.

X. HOLD HARMLESS AND INDEMNIFICATION

Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from its negligence or breach of any of its obligations in performance of this Agreement.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

XI. COMPLIANCE WITH LAWS

The Contractor shall comply with all applicable federal, state, and City of Kirkland laws, ordinances, regulations, and codes. Contractor must obtain a City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02.

XII. NOTICES/FORMAL COMMUNICATIONS

Written notices, requests, or grievances to the City shall be made to: _____

_____, Attention: _____

Kirkland City Hall, 123 Fifth Avenue, Kirkland, Washington 98033. Written notices, requests, or grievances to the Contractor shall be made to the address provided by the contractor in this Agreement.

XIII. ENTIRE AGREEMENT/MODIFICATION

This Agreement, together with the Request for Proposals and the Proposal, represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreement, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties hereto.

Agreed to and executed this _____ day of _____, 2014.

CONTRACTOR

CITY OF KIRKLAND

(signature)

By: _____

Print Name _____

Date: _____

Address _____

City, Zip _____

Phone(s) _____

SS#/Tax ID# of Payee: _____